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ABSTRACT

This technical assistance resource guide is intended to facilitate the inclusion and participation of youth with disabilities in school-to-work systems. The approximately 215 listed items were contributed by state and local organizations nationally. Organizations were asked to select resources that offered "hands on" assistance and were published after 1992. Items were categorized according to five content areas: business and community resources, career pathways and contextual learning, family involvement, structures and policies, and student-focused planning and development. Resources are arranged into the following format categories: articles, audiovisual materials, books, checklists/tools/newsletters, curriculum, reports, resource guides, training materials, and Web sites. Each listing includes a brief description, source, and cost, when available. (DB)

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ED 460 451

School-to-Work Resources for System Builders

The School-to-Work Resources for System Builders is a technical assistance resource guide compiled by the National Transition Alliance for Youth with Disabilities (NTA) to facilitate the inclusion and participation of youth with disabilities in school-to-work systems.

In developing this product, the NTA solicited state and local organizations nationally to share resources they have produced or found useful in their efforts related to the inclusion of students in school-to-work. Organizations were asked to select resources that offered "hands on" assistance and were published after 1992. They provided the following information for each resource: a brief description, source information, and content areas that best described their product.

The content areas used were based upon the NTA Transition Practices Framework, which is a tool developed to identify and evaluate effective school-to-work practices. The content areas and their descriptions are as follows:

- **Business and Community Resources** - resources that focus on facilitating participation of businesses, labor unions, community service agencies, government organizations, and other community resources.
- **Career Pathways and Contextual Learning** - resources that focus on activities pertaining specifically to career exploration and development.
- **Family Involvement** - resources that focus on parent involvement in planning and delivering education.
- **Structures and Policies** - resources that focus on practices that make the delivery of school-to-work activities more effective.
- **Student-Focused Planning and Development** - resources that focus on planning and developing educational programs for individual students.

Resources are arranged by the following categories:

Articles

Audiovisual Materials

Books

Checklists/Tools/Newsletters

Curriculum

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Reports

Resource Guides

Training Materials

Websites

We hope you find this tool useful in your school-to-work efforts!

Acknowledgements

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Minneapolis, MN 55455

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This publication is available in alternative formats upon request. For additional copies or alternative formats, please contact: National Transition Network, University of Minnesota, 110 Pattee Hall, 150 Pillsbury Drive SE, Minneapolis, MN 55455, 612/624-2079, fax 612/624-9344.

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The partners of the National Transition Alliance are the Transition Research Institute at the University of Illinois, the National Transition Network, Institute on Community Integration at the University of Minnesota, the Disabilities Studies and Services Center at the Academy for Educational Development, the Council of Chief State School Officers, the National Alliance of Business, and the National Association of State Directors of Special Education. **For more information on these partners, visit the National Transition Alliance Partners Page.** Collaborators of the National Transition Alliance are equal opportunity employers and educators.

This product was produced for the National Transition Alliance by the National Transition Network.

Print and electronic publications design by Megan Dushin

Articles

Arranged alphabetically listing the **Title** (bold type), Content Areas (see Foreword), Description and Source

Accounting for Students with Disabilities (1996)

Structures and Policies

This article discusses the new Title I Legislation, Improving America's Schools Act, which mandates that students with disabilities be included in district and statewide assessments beginning in the year 2001.

Elliot, J. (1996). Accounting for students with disabilities. School Administrator, 53, 24-26.

Analyzing Transition Policy Implementation: A Conceptual Approach (1994)

Structures and Policies, Student-Focused Planning and Development

This article presents a conceptual model for analyzing the transition policy implementation process. In presenting the model, the authors draw upon the literature from policy studies to describe variables which might be investigated, how these variables might be measured, and how the resulting data might be analyzed conceptually.

Shriner, K. F., & Bellini, J. L. (1994). Analyzing transition policy implementation: A conceptual approach. Career Development of Exceptional Individuals, 17, 17-27.

Best Practices in Transition: Substantiated or Implied? (1993)

Career Pathways and Contextual Learning, Family Involvement, Student-Focused Planning and Development

This article focuses on a study that was conducted to determine transition practices that have been identified or supported in the literature as having a positive impact on student outcomes. It also presents a review of the literature on best practices, such as vocational skills training, vocational assessment, and parental involvement in transition planning.

Kohler, P. D. (1993). Best practices in transition: Substantiated or implied? Career Development for Exceptional Individuals, 16, 107-121.

Equity and Excellence in School-to-Work Transitions of Special Populations (1994)

Structures and Policies

The school-to-work transition initiative is confronted with two problems: (1) the quality of school-to-work transitions, and (2) the equity with which those experiences are distributed among different student groups, including those with disabilities. Criteria for developing school-to-work transitions in which equity and excellence coexist have been identified in the article.

Mithaug, D. E. (1994). Equity and excellence in school-to-work transitions of special populations. Centerfocus, 6.

An Expedition for Change: Facilitating the Systematic Change Process in School Districts (1996)

Structures and Policies

This article discusses the systematic change in educational systems that focus on the role of facilitators who recognize the need for community-wide change. Topics include relationships within a school district, team memberships and roles, leadership, and organizational learning.

Jenlink, P. M. (1996). An expedition for change: Facilitating the systematic change process in school districts. TechTrends, 41 (1), 21-30.

Involving Employers in Transition: The Bridges Model (1994)

Business and Community Resources

The "Bridges...from School to Work" Project is funded at five sites by the Marriott Corporation, and it provides competitive paid internships for students with disabilities in their final year of high school.

Tilson, G. P., Jr. (1994). Involving employers in transition: The Bridges model. Career Development for Exceptional Individuals, 17 (1), 77-89.

The Local Business Community: A Natural Resource for Transition from School to Work (1995)

Business and Community Resources, Career Pathways and Contextual Learning

This article describes the Community Observation Project developed by the Rehabilitation Institute of Pittsburgh. The project includes a six week training program which provides opportunities for students with disabilities to learn pre-vocational skills through observation and hands-on experience. The article also highlights concepts discussed in the classroom that can be applied in the community.

Telepak, T. (1995). The local business community: A natural resource for transition from school to work. Exceptional Children, Spring, 60-64.

Making the Transition to Higher Education: Opportunities for Student Empowerment (1996)

Career Pathways and Contextual Learning, Family Involvement, Student-Focused Planning and Development

This article focuses on the transition process for high school students with learning disabilities from secondary to postsecondary education. Student involvement in the transition process is examined by looking at their participation.

Brinckernoff, L. C. (1996). Making the transition to higher education: Opportunities for student empowerment. Journal of Learning Disabilities, 29 (2), 118-136.

Missouri's A+ Schools Program: Providing Quality Education for All Students (1995)

Career Pathways and Contextual Learning, Structures and Policies

This article discusses Missouri's A+ Schools Program, a legislated, statewide framework for providing universal quality education with a career focus and an academic foundation for lifelong learning.

Robison, R. A. (1995). Missouri's A+ Schools Program: Providing quality education for all students. NASSP Bulletin, 79, 26-33.

Reforms of the School-to-Work Transition: Findings, Implications, and Challenges (1995)

Structures and Policies

This article summarizes the findings of the National Institute for Work and Learning study on 14 school-to-work transition programs.

Charner, Ivan, et al. (1995). Reforms of the school-to-work transition: Findings, implications, and challenges. Phi Delta Kappan, 77 (1), 40, 58-60.

Research Digest: Transition Assessment (1996)

Structures and Policies

This article reviews recent literature on assessments of students in transition services. Different perspectives are presented on the most appropriate approaches to assessment in transition and discovering students' needs and preferences.

Cohen, L. G. & Spenciner, L. J. (1996). Research digest: Transition assessment. Diagnostique, 21(3), 59-74.

School-to-Work Components that Predict Postschool Success for Students with and without Disabilities (1997)

Career Pathways and Contextual Learning, Structures and Policies

This article examines recent efforts to improve the school-to-work transition process for all students. The study examined the extent to which the instructional components and skill outcomes associated with school-to-work programs actually predict better postschool outcomes for students with and without disabilities. The results show success in several areas for students and there are recommendations on how to build a program that serves all students equally.

Benz, M. R. (1997). School-to-work components that predict postschool success for students with and without disabilities. Exceptional Children, 63, 151-165.

Transition: School-to-Work (1995)

Business and Community Resources

This article outlines the design of effective school-to-work programs and the roles of its participants. It also describes hands-on activities for local school boards, the grants that are available to states and local communities, and the role of employers in the community.

Hickey, Robyn J. (1995). Transition: School-to-work. Updating School Board Policies, 26.

What the "V" Word is Costing America's Economy (1993)

Business and Community Resources, Structures and Policies

This article describes the current lack of a formal school-to-work transition system in the United States. It also introduces a new vocational system, that is believed will shift the educational debate away from ensuring equal access to college, toward providing all students with a choice of the education and training that meet their needs.

Aring, M. K. (1993). What the "V" word is costing America's economy. Phi Delta Kappan, January, 396-404.

When is Learning Work-Based? (1997)

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

Work-based learning offers a means of increasing students' engagement in learning and prepares them for future employment. This article clarifies the definitions of the types of work-based learning and presents the variety of work-based options available to educators.

Hamilton, S. F. & Hamilton, M. A. (1997). When is learning work-based? Phi Delta Kappan, May, 677-681.

When is Work a Learning Experience? (1997)

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

This article presents seven principles and recommendations that identify areas in which schools and work places must make choices in determining the quality of work-based learning.

Hamilton, M. A. & Hamilton, S. F. (1997). When is work a learning experience? Phi Delta Kappan, May, 682-689.

Audiovisual Materials

Arranged alphabetically listing the **Title** (bold type), Content Areas (see Foreword), Description and Source

Choosing Employment Goals (1997)

Career Pathways and Contextual Learning, Student-Focused Planning and Development

Choosing Employment Goals is a multimedia program designed to foster self-determination. The package includes a video, teacher lesson plans, and student worksheets. The lesson sequence is flexible and designed to be mixed and matched with content of existing school curricula, classes, and schedules. These lesson plans assist students in identifying their employment interests, skills, limits, and goals in both school- and community-based experiences. (10 minutes / captioned)

Sopris West, Inc.
Attn: Order Department
4093 Specialty Place
Longmont, CO 80504
(Ph) 800-547-6747 (Fax) 303-776-5934
Cost: $95.00

A Close Shave, Transition Planning For Students in New York (1996)

Student-Focused Planning and Development

The character in the video discusses the process that brought him to his first job.
(29 minutes / Not captioned)

West New York Transition Coordination Site
Attn: Susan Maus-Caruso
938 Delaware Avenue
Buffalo, NY 14209
(Ph) 716-878-7015 (Fax) 716-888-3834
Cost: $10.00

Disabilities in the Workplace (1997)

Career Pathways and Contextual Learning

For a person with a disability, finding an maintaining employment, as well as acceptance at the place of employment, can be a trying and difficult process. This program follows four young adults, all with

different disabilities facing challenges at various stages of the employment process. They talk about obstacles and successes in trying to find or keep a job. They also discuss the attitudes of employers and co-workers while examining their own attitudes and feelings. This program can be used to help encourage people with disabilities to cope with problems in the workplace. It can also give people without disabilities an understanding of some of the issues and obstacles many people with disabilities face. (24 minutes)

Program Development Associates
5620 Business Avenue, Suite B
Cicero, NY 13039
(Ph) 800-543-2119 (Fax) 315-452-0710
Cost: $89.95

The Employment Interview and Disclosure: Tips for Job Seekers with Learning Disabilities (1997)

Career Pathways and Contextual Learning

Through dramatic vignettes, the video discusses how to make an informed decision about disclosing his or her disability during the employment interview. The video closes with an on-screen interviewer asking the viewer eight typical job interview questions. (25 minutes / Closed captioned)

Program Development Associates
5620 Business Avenue, Suite B
Cicero, NY 13039
(Ph) 800-543-2119 (Fax) 315-452-0710
Cost: $89.00

Get Your Career In Gear (1996)

Career Pathways and Contextual Learning, Student-Focused Planning and Development

This video assures you'll keep students' attention from start to finish, while giving them lots of facts about school-to-careers with testimonials from teenage peers and a look at real career opportunities. Students will see how both academic and vocational subjects are important to their future success. The package contains a presentation guide, tip sheets for dealing with questions, fifty brochures for students, and fifty brochures for parents. (8 minutes)

American Vocational Association
Attn: P. Perry
1410 King Street
Alexandria, VA 22314
(Ph) 703-683-3111, ext. 317 (Fax) 703-683-7424
Cost: $34.95

Leadership and Peer Educator Training Program (1997)

Business and Community Resources, Student-Focused Planning and Development

This video discusses the Leadership and Peer Educator Training Program for undergraduates with disabilities at Fitchburg State College. The program is a unique experiential training, designed to help students with disabilities discover or improve their leadership abilities. Successful graduates of the

program can join a statewide speakers bureau to promote self-advocacy, disability rights, and awareness for the effective transition of students with disabilities from high school to adult life. Curriculum is also included. (12 minutes / captioned)

Center for Leadership and Career Education
Fitchburg State College
Attn: Debra Roberts
160 Pearl Street
Fitchburg, MA 01420
(Ph) 978-665-3466 (TTY) 978-665-3464 (Fax) 978-665-3043
Cost: Free

Learning to Work / Working to Learn (1995)

Business and Community Resources, Career Pathways and Contextual Learning

This video gives your audience a good understanding of school-to-careers that as an administrator, educator, or counselor, you will need to explain to your PTA, school board, and other business and community leaders. This video also showcases vocational-technical education's essential role in the national education reform initiative.
(10 minutes)

American Vocational Association
Attn: P. Perry
1410 King Street
Alexandria, VA 22314
(Ph) 703-683-3111, ext. 317 (Fax) 703-683-7424
Cost: $79.95

Oh, The Places You Can Go (1996)

Business and Community Resources

This video is for students and families regarding community resources beyond high school. The resources in the video are specific to the Cherry Creek School District community, but can serve as a great example on how to provide resources to your own community. (15 minutes)

Cherry Creek School District
Attn: Dixie Periman
4700 S. Yosemite
Englewood, CO 80111
(Ph) 303-486-4250 (Fax) 303-486-4272
Cost: $10.00

It's Up to You

Family Involvement

This video offers practical suggestions for parental involvement in children's career development. It is targeted to parents with children in elementary through lower middle school grades. (6 minutes)

Oklahoma Department of Vo-Tech Education
Attn: Customer Service Division
1500 West 7th Avenue
Stillwater, OK 74074-4363
(Ph) 800-654-4502 (Fax) 405-743-5154
Cost: $20.00

School-To-Work: Student Management System (1996-97)

Structures and Policies

This computer software is designed to collect and manage the necessary data for a school-to-work program. It is a comprehensive package that assists in summary reporting and progress maintenance. It has user friendly input screens for data collection and reporting in areas such as student employers, hours worked, field trip hours, enterprise-based hours, etc. Training is available.

Education Associates Inc.
Attn: Pat Hagan
340 Crab Orchard Road, P.O. Box 4290
Frankfort, KY 40604
(Ph) 800-626-2950 (Fax) 502-227-4783
Cost: Not Available

Self-Directed IEP (1996)

Student-Focused Planning and Development

Self-Directed IEP is a multimedia package that teaches students how to participate in, and even lead, their own Individual Education Plan (IEP) meetings. The IEP process provides an excellent opportunity for students in special education to learn self-determination skills which are important in successful postschool transition.

Sopris West, Inc.
1140 Boston Avenue
Longmont, CO 80507-1809
(Ph) 800-547-6747 (Fax) 303-776-5934
Cost: $120.00

TASSEL (Teaching All Students Skills for Employment and Life) Video

Student-Focused Planning and Development

This video contains a brief overview of the TASSEL Transition Model, which was identified as an exemplary model of the School-to-Work Outreach Project at the Institute on Community Integration in 1996. The model has the following four exemplary components: functional curriculum, student and parent involvement, school and community level transition teams, and vocational education and special education collaboratives. (7 minutes)

University of North Carolina, Charlotte
Attn: Jill Solow, Project Coordinator
Department of Counseling, Special Education, and Child Development

Charlotte, NC 28223
(Ph) 704-510-6481 (Fax) 704-547-2916
Cost: Free

Transition to Independence (1996)

Business and Community Resources, Career Pathways and Contextual Learning

This video illustrates the multi-phased Transition to Independence Program (TTI) available to high school students with disabilities in the Cabell County Public Schools. By providing various support based on student need, TTI provides real training in job skills, as well as an opportunity to learn appropriate social skills in the workplace. Participation in these activities gives students the opportunity to develop their abilities for future employment and encourages community involvement after graduation. (8 minutes)

Cabell-Wayne Family Resource Network
Attn: Debra Harris, Coordinator
625 4th Avenue
Huntington, WV 25701
(Ph) 304-697-0255 (Fax) 304-697-0256
Cost: $20.00

Working Together: Faculty and Students with Disabilities (1995)

Career Pathways and Contextual Learning

In this video faculty and students with disabilities share their personal experiences. (9 minutes / captioned)

Do-It (Disabilities, Opportunities, Internetworking and Technology)
University of Washington, Box 354842
Seattle, WA 98195-4842
(Ph) 206-685-DOIT (Fax) 206-685-4045
Cost: $20.00

Working Together: People with Disabilities and Computer Technology (1995)

Career Pathways and Contextual Learning

This video discusses adaptive technology and computer applications for people with disabilities. (14 minutes / captioned)

Do-It (Disabilities, Opportunities, Internetworking and Technology)
University of Washington, Box 354842
Seattle, WA 98195-4842
(Ph) 206-685-DOIT (Fax) 206-685-4045
Cost: $20.00

Working Together: Science Teachers and Students with Disabilities (1996)

Career Pathways and Contextual Learning

In this video successful students suggest ways to make science activities accessible. (13 minutes / captioned)

Do-It (Disabilities, Opportunities, Internetworking and Technology)
University of Washington, Box 354842
Seattle, WA 98195-4842
(Ph) 206-685-DOIT (Fax) 206-685-4045
Cost: $20.00

World Wide Access (1996)

Career Pathways and Contextual Learning

This video discusses how to make web pages and other resources accessible to people with disabilities. (12 minutes / captioned)

Do-It (Disabilities, Opportunities, Internetworking and Technology)
University of Washington, Box 354842
Seattle, WA 98195-4842
(Ph) 206-685-DOIT (Fax) 206-685-4045
Cost: $20.00

Youth Apprenticeship - A Community Partnership (1994)

Business and Community Resources

This video describes how one manufacturer in Illinois "discovered" a unique workforce development program. The video discusses how to build a workforce that will enable the company to remain competitive in the 21st century. (16 minutes)

Center for Occupational Research and Development
Attn: Nancy Gupton
PO Box 21689
Waco, TX 76702-1689
(Ph) 800-972-2766 (Fax) 254-772-8972
Cost: $10.00

Books

Arranged alphabetically listing the **Title** (bold type), Content Areas (see Foreword), Description and Source

1998 Standards for Employment and Community Support (1998)

Business and Community Resources, Career Pathways and Contextual Learning, Family Involvement, Structures and Policies, Student-Focused Planning and Development

This book is nationally developed and has an accepted set of outcome standards for services to students with disabilities moving from educational settings to adult environments. It also addresses school-to-work, as well as school-to-life.

Carf - The Rehabilitation Accreditation Commission
4891 East Grant Road
Tucson, AZ 85712
(Ph) 520-325-1044 (Fax) 520-318-1129
Cost: $150.00

Building Blocks to Employment: SSA Work Incentives (1997)

Student-Focused Planning and Development

This book outlines the work incentive programs administered by the Social Security Administration. Topics include application and appeals, Title II and Title XVI benefits, student-earned income exclusion, property essential to self-support, and how to use these incentive programs to assist persons receiving benefits in moving toward employment. Case studies, worksheets, and formulas are provided to assist with application. This guide was produced under the sponsorship of the Rehabilitation Services Administration and Social Security Administration.

Program on Employment and Disability
Cornell University
Attn: Shelia Smith
ILR Extension Building, Room 102-107
Ithaca, NY 14853-3901
(Ph) 607-255-7727 (TTY) 607-255-2891 (Fax) 607-255-2763
Cost: $50.00

Creating Supportive Work-Based Learning Environment (1997)

Business and Community Resources

This book was produced for the New York State (NYS) School-to-Work Advisory Council with sponsorship from the NYS Education Department, Office of Workforce Prep, and Continuing Education under the School-to-Work Opportunities Act (STWOA). This informational guide explores the interplay between the Americans with Disabilities Act of 1990 and the STWOA and provides helpful suggestions for making accommodations for students with disabilities participating in work-based learning environments.

Program on Employment and Disability
Cornell University
Attn: Shelia Smith
ILR Extension Building, Room 102-107
Ithaca, NY 14853-3901
(Ph) 607-255-7727 (TTY) 607-255-2891 (Fax) 607-255-2763
Cost: $35.00

Employer Incentives for Hiring Workers with Disabilities (1997)

Business and Community Resources

This book provides an overview of the following two incentives for employers: Deduction for Removal of Barriers and Disabled Access Tax Credit. In addition, the book discusses when and how to use these incentives during the job development process.

TRN Publishing
Attn: Dale DiLeo
P.O. Box 439 Street
Augustine, FL 32085-2001
(Ph) 904-823-9800 (Fax) 904-829-2001
Cost: $10.00

A Guidebook for Serving Students with Disabilities in Tech Prep (1996)

Student-Focused Planning and Development, Career Pathways and Contextual Learning, Business and Community Resources

This book addresses employment training issues faced by many individuals with disabilities from a functional perspective. It provides the reader with information from several authors, such as tools to teach students with disabilities that will be necessary for assuming adult roles in the workplace and community.

Center on Education and Work
School of Education
University of Wisconsin
964 Educational Sciences Building
1025 West Johnson Street
Madison, WI 53706-1796
(Ph) 800-446-0399 (Fax) 608-262-9197
Cost: $39.00

How to Create the Job You Want (1996)

Career Pathways and Contextual Learning

A book to help students determine an appropriate career and teach them how to make it happen with effective job search strategies.

Enrichment Enterprises
Attn: Raymond Gerson
P.O. Box 650076
Austin, TX 78765
(Ph) 512-478-9322 (Fax) Not Available
Cost: $7.00

Learning Through Work: Designing and Implementing Quality Worksite Learning for High School Students (1994)

Business and Community Resources, Career Pathways and Contextual Learning

This book incorporates lessons learned through technical assistance and school-to-work transition programs based on Manpower Demonstration Research Corporation's School-to-Work Transition Project and Jobs for the Future National Youth Apprenticeship Initiative. It highlights the critical issues of employer participation and the importance of quality learning opportunities at the worksite to prepare practitioners for the design and implementation in strengthening their worksites.

Manpower Demonstration Research Corporation
Attn: Publications
16 East 34th Street
New York, NY 10016
(Ph) 212-532-3200 (Fax) 212-684-0832
Cost: $15.00

Mentors (1992)

Business and Community Resources, Career Pathways and Contextual Learning

This book describes the need for citizen involvement in the public schools. It also discusses the Mentor Program, which is comprised of over 550 law firms in 20 states each responsible for working directly with students and establishing a personal bond and educational inspiration.

Evans, Thomas W. (1992). Mentors. New Jersey: Peterson's Guides.
(Available at bookstores)

Mission Possible (1997)

Business and Community Resources, Career Pathways and Contextual Learning, Family Involvement, Student-Focused Planning and Development

Mission Possible emerged from the ideas and writings of students and teachers faced with the challenge to create interesting and informative career information for middle school students and their parents. The unique strenths and talents of all students, including students from regular and special education, are discussed in this book and the teacher's guide that accompanies it. These two resources can be used to

guide teachers and students to develop hands-on activities, including publications, that will increase student and parent awareness of school-to-work initiatives in their school district.

Quaker Publishing and Benjamin Franklin High School
Attn: Suzanne Meyer
950 Norton Street
Rochester, NY 14621
(Ph) 716-624-9567 (Fax) 716-624-4181
Cost: $15.00

Occupational Outlook Handbook (1996-97)

Career Pathways and Contextual Learning, Business and Community Resources

This book highlights 250 occupations and describes what workers do on the job, working conditions, training and education needed, earnings, and expected job prospects. This book can be valuable in assisting individuals making career decisions for their future.

JIST Works, Inc.
720 North Park Avenue
Indianapolis, IN 46202-3431
(Ph) 317-264-3720 (Fax) 317-264-3709
Cost: $16.95 (Soft-cover) or $21.95 (hard-cover)

Powerful Partnerships for School-to-Career Success Through Business and Education Cooperation (1996)

Business and Community Resources, Structures and Policies

This book outlines how to turn all the talk about school-to-career partnerships between education and business into reality. Its step-by-step guidance takes you through every aspect of building and implementing partnerships. The book's chapters, written by authors throughout the country, are filled with advice generated from actual experience. Their first-person advice will help you get started or help you deal with barriers you may currently be encountering in an established program.

American Vocational Association
Attn: P. Perry
1410 King Street
Alexandria, VA 22314
(Ph) 703-683-3111, ext.317 (Fax) 703-683-7424
Cost: $59.00

Review of Transition-Related Assessment Instruments (1995)

Student-Focused Planning and Development

This book helps clarify and organize assessment information from the perspective of transition planning. The Transition Research Institute staff reviewed 142 assessment instruments to identify commercially available assessment instruments relevant to transition planning for students with disabilities.

University of Illinois at Urbana-Champaign

College of Education
Attn: Frank R. Rusch
113 Children's Research Center
51 Gerty Drive
Champaign, Illinois 61820
(Ph) 217-333-2325 (Fax) 217-244-8051
Cost: $15.00 (photocopy available only)

School-to-Work (1996)

Career Pathways and Contextual Learning, Structures and Policies

This book covers groundwork on the how-to's of school-to-work, and why. It also provides theory and case studies on the vision and description of the experiences of those who have been implementing programs.

Packer, A. H. & Pines, M. W. (1996). School-to-Work. New Jersey: Eye on Education.
(Available at bookstores)

Succeeding in The Workplace (1994)

Career Pathways and Contextual Learning, Student-Focused Planning and Development

This book provides information on learning disabilities and attention deficit disorders, and their impact in the workplace. Solutions and suggestions for accommodations are provided.

Learning Disabilities Association of America
4156 Library Road
Pittsburgh, PA 15234
(Ph) 412-341-1515 (Fax) 412-344-0224
Cost: $28.00

Successful Strategies: Building a School-to-Careers System (1995)

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

This book provides information and assistance in building a school-to-careers system, featuring 31 educators and their school-to-work achievements. The book provides insights on how to get started with a system and how to select a model that is right for one's school and community. It can be used to guide every step of the way, from planning to evaluation.

American Vocational Association
Attn: P. Perry
1410 King Street
Alexandria, VA 22314
(Ph) 703-683-3111, ext. 317 (Fax) 703-683-7424
Cost: $79.00

Supported Employment Strategies (1997)

Business and Community Resources, Family Involvement, Structures and Policies, Student-Focused Planning and Development

This book was produced for the New York State (NYS) School-to-Work Council with sponsorship from the NYS Education Department, Office of Workforce Preparation and Continuing Education under the School-to-Work Opportunities Act. This informational resource was developed as an enhancement to NYS's Work-Based Learning Manual and explores the application of supported employment strategies for students with disabilities participating in work-based learning experiences.

Program on Employment and Disability
Cornell University
Attn: Shelia Smith
ILR Extension Building, Room 102-107
Ithaca, NY 14853-3901
(Ph) 607-255-7727 (TTY) 2891 (Fax) 607-255-2763
Cost: $15.00

Working: Learning a Living, 2nd Edition (1997)

Career Pathways and Contextual Learning, Student-Focused Planning and Development

This book is designed to give students a solid grasp of how to prepare for work and life through skills in career planning, money management, and independent living. Includes text and student activity book (working papers).

South-Western/ITP
Attn: Sales Support
5101 Madison Road
Cincinnati, OH 45227
(Ph) 800-354-9706 (Fax) 800-487-8488
Cost: $28.30 (text) $8.95 (wkg. papers)

Writers Inc: School-to-Work (1996)

Student-Focused Planning and Development

This book focuses on putting students on the fast track to writing success by blending academic writing with the fine points of business communication. Along with common forms of school-related writing, students find guidelines and models for workplace communication, including resumes, cover letters, proposals, memos, and more. Written from an "I've been there" point of view, this book offers frontline advice from people who write on the job on a daily basis, from plumbing contractors to lab technicians.

Great Source Education Group
Attn: Customer Service
181 Ballardvale Street
Wilmington, MA 01887
(Ph) 800-289-4490 (Fax) 800-289-3994
Cost: $11.50 (softcover) $14.50 (hardcover)

Checklists/Tools/Newsletters

Arranged alphabetically listing the **Title** (bold type), Content Areas (see Foreword), Description and Source

All Means All Brochure

Student-Focused Planning and Development

This brochure folds out into a 8.5x14" poster and provides a general overview of school-to-work, emphasizing the inclusion of students with disabilities.

National Transition Alliance
Attn: Laura Gardzelewski
University of Minnesota
110 Pattee Hall
150 Pillsbury Drive Southeast
Minneapolis, MN 55455
(Ph) 612-624-2079 (Fax) 612-624-9344
Cost: Free

All Means All School-to-Work Checklist Poster

Business and Community Resources, Career Pathways and Contextual Learning, Family Involvement, Structures and Policies, Student-Focused Planning and Development

This checklist provides ideas, strategies, and guidelines to think about including as states and local partnerships develop their school-to-work systems so that school-to-work opportunities include and benefit all learners.

Minnesota Department of Children, Families, and Learning
Office of Lifework Development
Attn: Teresa Henne, Administrative Assistant
656 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
(Ph) 612-296-5660 (Fax) 612-296-3348
Cost: First copy free, additional copies $2.00 each

Career Connection Magazine

Career Pathways and Contextual Learning

This magazine is designed to provide students with information about careers and employability skills at the grade level most appropriate. Three publications are available: Elementary School Level, Middle/High School Level, and High School/Adult Level.

Oklahoma Department of Vo-Tech Education
Attn: Career Information
1500 West 7th Avenue
Stillwater, OK 74074-4364
(Ph) 405-743-5157 (Fax) 405-743-6809
Cost: $10.00/pkg 25 (in-state) $18.00/pkg 25 (out-state)

Career Folder

Student-Focused Planning and Development

This manual can be used with students throughout their high school years. Resumes, cover letters, occupational information, interest inventories essays on careers, and career brochures may also be housed in this folder, as well as any information helpful to the student.

Oklahoma Department of Vo-Tech Education
Attn: Career Information
1500 West 7th Avenue
Stillwater, OK 74074-4364
(Ph) 405-743-5157 (Fax) 405-743-6809
Cost: $4.00 (in-state, set 30) $8.00 (out-state, set 30)

Effective College Planning (1996)

Student-Focused Planning and Development

This brochure is for use with students and families. It outlines legal rights and responsibilities, a process to evaluate oneself, college services available, and defines services and terms.

Collegiate Consortium of Disability Advocates
Attn: Kathy Hoffman
S-4042 Southwestern Boulevard
Orchard Park, NY 14127-2199
(Ph) 716-851-1832 (Fax) 716-851-1818
Cost: Free

Individual Career Portfolio (1997)

Student-Focused Planning and Development

This portfolio was developed to be used and adapted for all students as a tool for both planning and process. It can be used to record information for career exploration and to set goals.

Connections for Youth/My Turn, Inc.
Attn: Anne Storm
43 Crescent Street

Brockton, MA 02401
(Ph) 508-580-7543 (Fax) 508-588-1129
Cost: Not Available

Lakeshore Basics and Beyond (1997-98)

Business and Community Resources, Career Pathways and Contextual Learning, Family Involvement, Structures and Policies, Student-Focused Planning and Development

This catalog consists of materials needed to make the transition from school to the workplace. It has an enormous range of accessible hands-on material that covers subjects in depth and keep interest level high.

Lakeshore Learning Materials
Attn: Annette Schlegel
6261 East Dominguez Street
Carson, CA 90749
(Ph) 800-421-5354, ext. 2754 (Fax) 310-537-5403
Cost: Not Available

Learning Site Analysis Form (1996)

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

These resource materials provide easy-to-use instruments that help identify the knowledge and skills a student can learn in the community. In order to make community-based learning happen, school staff and supervisors need to know what can be learned at participating sites.

Northwest Regional Educational Laboratory
Attn: Linda Revels
Document Reproduction Service
101 Southwest Main Street, Suite 500
Portland, OR 97204-3297
(Ph) 503-275-9519 (Fax) 503-275-0458
Cost: $18.20

Marketing Series: Maneuvering the Accommodation Process (1997)

Business and Community Resources, Student-Focused Planning and Development

This brochure series provides marketing strategies for job developers when they are creating supportive work-based learning environments for students, to ensure successful accommodation. The series is accompanied by a job developers guide. The brochures were produced for the New York State (NYS) School-to-Work Advisory Council with sponsorship from the NYS Education Department, Office of Workforce Preparation and Continuing Education under the School-to-Work Opportunities Act.

Program on Employment and Disability
Cornell University
Attn: Shelia Smith
ILR Extension Building, Room 102-107

Ithaca, NY 14853-3901
(Ph) 607-255-7727 (Fax) 607-255-2763
Cost: $70.00/set

National Transition Alliance Newsletter

Business and Community Resources, Career Pathways and Contextual Learning, Family Involvement, Structures and Policies, Student-Focused Planning and Development

This quarterly newsletter provides information and resources on topics related to school-to-work, transition, and youth with disabilties.

National Transition Alliance
Academy for Educational Development
Attn: Jean Kohanek
1875 Connecticut Avenue Northwest, Suite 900
Washington, DC 20009-1202
(Ph) 202-884-8182 (Fax) 202-884-8443
Cost: Free

Pathways to Satisfaction (1996)

Career Pathways and Contextual Learning, Family Involvement, Structures and Policies, Student-Focused Planning and Development

This model outlines a transition framework showing step-by-step strategies to help students prepare for post-high school. The model was awarded exemplary status by the School-to-Work Outreach Project in 1996.

Educational Consultants of Madison, LLC
1317 Rae Lane
Madison, WI 53711
(Ph) 608-271-2886 (Fax) Not Available
Cost: $59.95

PEAK (Practical Exercise in Applying Knowledge) Science and Math (1995)

Career Pathways and Contextual Learning

This binder contains materials that can help students relate the courses they are taking to specific career opportunities. Each activity allows the student to apply a key topic in science or mathematics to a practical task in the work world.

Oklahoma Department of Vo-Tech Education
Attn: Customer Service Division
1500 West 7th Avenue
Stillwater, OK 74074-4364
(Ph) 800-654-4502 (Fax) 405-743-5154
Cost: $75.00 (in-state) $195.00 (out-state)

Planning for the Future

Family Involvement

This brochure outlines high school graduation requirements and college entrance requirements, lists careers with hottest job growth, and provides a sample schedule showing how students can prepare for college and still enroll in vo-tech programs.

Oklahoma Department of Vo-Tech Education
Attn: Customer Service Division
1500 West 7th Avenue
Stillwater, OK 74074
(Ph) 800-654-4502 (Fax) 405-743-5154
Cost: $1.00

Plans of Study

Student-Focused Planning and Development

This folder is designed around 13 different plans of study for different career clusters. The plans of study show the student how to meet state graduation requirements and college entrance requirements, and provide the student with a solid vocational base.

Oklahoma Department of Vo-Tech Education
Attn: Customer Service Division
1500 West 7th Avenue
Stillwater, OK 74074-4364
(Ph) 800-654-4502 (Fax) 405-743-5154
Cost: $10/set

Real Life (1996)

Student-Focused Planning and Development

This student newspaper and curriculum package is a color, single sheet, tabloid that focuses on workplace ethics and employability skills. A powerful and creative teaching tool, Real Life connects school-to-work through an evolving story of five teenaged friends who are employed part-time. The five friends encounter situations involving issues such as respect, honesty, attitude, listening, punctuality, pride in work, and responsibility. Each story ends in a dilemma that students are asked to resolve. The newspaper's special feature, The Boss's Point of View, describes what a boss might think of each particular situation. This newspaper is easily adaptable to many subject areas.

Career Solutions Training Group
Attn: Friede Borst or Janet Smith
13 East Central Avenue
Paoli, PA 19301
(Ph) 610-993-8292 (Fax) 610-993-8249
Cost: $495.00

School-to-Work Competency Profile (1996)

Student-Focused Planning and Development

This portfolio was developed to assist in organizing and monitoring students on the job. It includes a SCANS competency checklist and school- and work-based learning competencies. It can be used as a career portfolio, if educational transcripts and best works are included.

Instructional Materials Laboratory
2316 Industrial Drive
Columbia, MO 65202
(Ph) 800-669-2465 (Fax) 573-882-1992
Cost $10.00

School-to-Work Reporter

Business and Community Resources, Career Pathways and Contextual Learning, Structures and Policies

This monthly newsletter consists of eight to twelve pages covering the field of career-based education, with a special focus on school-to-work and tech prep. The STW Reporter provides information and analysis with a strong emphasis on model programs, research reviews, grant notices, and resource data (name, fax, phone numbers and e-mail addresses where you can get more information).

American Vocational Association
Attn: D. Guerdat
1410 King Street
Alexandria, VA 22314
(Ph) 703-683-3111, ext. 318 (Fax) 703-683-7424
Cost: Not Available

School-to-Work Technical Assistance (1996)

Business and Community Resources, Career Pathways and Contextual Learning, Family Involvement, Structures and Policies, Student-Focused Planning and Development

This flyer outlines the American Vocational Association's Technical Assistance Program which works to equip all students with the necessary skills for tomorrow's jobs.

American Vocational Association
Attn: Kathleen Brady
1410 King Street
Alexandria, VA 22314
(Ph) 703-683-3111 (Fax) 703-683-7424
Cost: Free

Techniques: Making Education and Career Connections

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

This magazine features articles and regular departments that focus on education to prepare students for career and life success. The topics apply to individuals interested in education, such as teachers, school

administrators, and school-to-work partners.

American Vocational Association
Attn: D. Guerdat
1410 King Street
Alexandria, VA 22314
(Ph) 703-683-3111, ext. 318 (Fax) 703-683-7424
Cost: $38.00 for 8 issues/yr

Transition Needs Assessment: Secondary Education Evaluation Program

Student-Focused Planning and Development

This assessment instrument allows teachers and administrators to identify areas of need in their existing transition programs and to prioritize these needs according to importance.

University of North Carolina, Charlotte
Attn: Jill Solow
TASSEL Outreach Project Coordinator
Department of Counseling, Special Education, and Child Development
Charlotte, NC 28223
(Ph) 704-510-6488 (Fax) 704-547-2916
Cost: Not Available

Triangulating Transition (1997)

Family Involvement

This model describes a triangulated methodology which shows schools how to invite and include parents into the transition process.

Educational Consultant of Madison, LLC
1317 Rae Lane
Madison, WI 53711
(Ph) 608-271-2886 (Fax) Not Available
Cost: $19.95

The Works

Family Involvement, Structures and Policies, Student-Focused Planning and Development

This quarterly newsletter addresses the issues and challenges in supporting people with disabilities in the workforce. There are many easy to use tools, strategies, and current news available in the newsletter.

RISEP / UAP Rhode Island college
Attn: Beth Di Pippo
600 Mount Pleasant Avenue
Providence, RI 02908
(Ph) 401-456-8773 (Fax) 401-456-8072
Cost: Not Available

Curriculum

Arranged alphabetically listing the **Title** (bold type), Content Areas (see Foreword), Description and Source

Analyze and Apply: A Guide to Connect Learning to Performing (1994)

Business and Community Resources, Career Pathways and Contextual Learning, Family Involvement, Structures and Policies, Student-Focused Planning and Development

This curriculum contains 306 instructional lesson plans for teachers of core curriculum grades 1-12. Lesson plans are interdisciplinary, integrate SCANS competencies into academic instruction, and provide career exploration and total community involvement in re-configuring classroom context and pedagogy. The curriculum outlines extensive professional development for classroom teachers and administrations at all levels.

Analyze and Apply, Inc.
Attn: Steve Stanley
230 Clarendon Road
East Lansing, MI 48823
(Ph) 517-337-7825 (Fax) 517-336-9739
Cost: $10.00

Become Your Own Expert (1995)

Student-Focused Planning and Development

A self-advocacy curriculum for individuals with learning disabilities.

Minnesota Educational Services
Capitol View Center
70 West County Road B2
St. Paul, MN 55117-1402
(Ph) 800-652-9024 (MN) / 800-848-4912 (US) (Fax) 612-415-5508
Cost: Not Available

Becoming Self-Determined (1996)

Career Pathways and Contextual Learning, Student-Focused Planning and Development

This curriculum provides a framework and several strategies which help students develop skills and knowledge for self-determination. Building self determination allows students to become leaders in their

school-to-work transition process.

Educational Consultants of Madison, LLC
1317 Rae Lane
Madison, WI 53711
(Ph) 608-271-2886 (Fax) Not Available
Cost: $89.95

Common Threads in the High School Experiences of Students with Disabilities: Educating Policy Makers (1994)

Structures and Policies

This curriculum guide is designed to provide educators, administrators, and policy makers with information regarding the factors that serve to predict postschool success of youth with disabilities. It includes an action planning format that affords local teams the opportunity to develop plans to address these areas of practice.

Center for Community Inclusion, UAP
University of Maine
Attn: Jennifer Rice
5717 Corbett Hall
Orono, ME 04469-5717
(Ph) 207-581-1084 (Fax) 207-581-1231
Cost: $100.00

Connections: A Transition Curriculum for Grades 3-6 (1993)

Student-Focused Planning and Development

The curriculum guide is an innovative educational program specifically designed for elementary age students grades 3 through 6. The program can be implemented in the resource room or regular classroom, and includes program design, classroom activities, worksheets, and community activities designed to assist students in developing career awareness and increasing self-awareness and esteem.

Career and Technical Education Resource Center
Attn: Barbara Palmer
9125 East 10th Drive, Building 859
Aurora, CO 80010
(Ph) 303-340-7350 (Fax) 303-340-7353
Cost: $30.00

Experience-Based Career Education (1996)

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

Experience-Based Career Education (EBCE) is a program designed to meet the individual academic needs of the student while providing vital career and life experiences in the community. It has been known for generations that "experience is the best teacher" for secondary students and is the key ingredient that makes them effective and productive both in school and in their community.

Mountain Plains Regional Resource Center
Drake University
Attn: Anna Jessop
2507 University Avenue
Des Moines, IA 50311
(Ph) 515-271-3936 (Fax) 515-271-4185
Cost: $125.00

The Job Club Handbook (1997)

Career Pathways and Contextual Learning

This curriculum guide addresses job readiness for school-to-work transition programs. Key concepts and skills, behavioral objectives, and activity strategies are progressively presented into units. Teacher directed lessons and student derived "rap session" discussions take students through the learning process of finding and keeping a job.

Free Ply Press
Attn: Lise Oussi
62 East Pleasant Lake Road
St. Paul, MN 55127
(Ph) 612-483-2358 (Fax) Not Available
Cost: $19.95

Post-Secondary Education Guide: From High School to College - How to Help Students with Disabilities Prepare (1996)

Student-Focused Planning and Development

This curriculum is intended for use by professionals and family members who work to assist students with disabilities transitioning from high school to post-secondary education. It may be used either as a teaching tool for professionals and parents to educate others, or as a reference while working directly with students who are preparing to enter college.

Oregon Transition Systems Change Grant
1235 University of Oregon
Eugene, OR 94403-1235
(Ph) 541-346-2496 (Fax) 541-346-5517
Cost: Not Available

Project C.E.R.E.S. (1997)

Business and Community Resources, Career Pathways and Contextual Learning, Family Involvement

This curriculum profiles Project C.E.R.E.S. (Career Education Responsive to Every Student), a K-12 Career Education Integration program for students at risk and students with disabilities. Project C.E.R.E.S. consists of an integration model and support material for program replication. A complete K-12 curriculum consists of materials for students and teachers; selected material accommodates students with disabilities; additional material assists administrators, parents, and business/community members with program implementation and institutionalization.

Adkinson & Baer: Education Opportunities, Inc.
Attn: Tammy Burris
3641 Mitchell Road, Suite A2
Ceres, CA 95307
(Ph) 209-537-5618 (Fax) 209-538-7899
Cost: Ranges from $10 to $200/material

School-to-Work Timeline Module: Trainer's Curriculum (1997)

Career Pathways and Contextual Learning, Family Involvement, Structures and Policies, Student-Focused Planning and Development

This trainer's curriculum was produced for the New York State (NYS) School-to-Work Advisory Council with sponsorship from the NYS Education Department, Office of Workforce Preparation and Continuing Education under the School-to-Work Opportunities Act. This trainer's curriculum was designed for personnel responsible for the development and implementation of CSPDs (Comprehensive Systems for Personnel Development) within local districts with a focus on inclusion of students with disabilities, their educators, and their families/advocates in the school-to-work process. This interactive curriculum comes with an in-depth trainer's outline, transparency masters, a computer disk with the Powerpoint presentation, and a timeline module comprised of wooden figures for a three dimensional presentation of the information presented.

Program on Employment and Disability
Cornell University
Attn: Shelia Smith
ILR Extension Building, Room 102-107
Ithaca, NY 14853-3901
(Ph) 607-225-7727 (TTY) 607-225-2891 (Fax) 607-225-2763
Cost: $95.00

Self Awareness and Transition (1996)

Student-Focused Planning and Development

This curriculum contains self-awareness activities that will lead to developing a clear, personal self-portrait and better postschool planning.

Educational Consultants of Madison, LLC
1317 Rae Lane
Madison, WI 53711
(Ph) 608-271-2886 (Fax) Not Available
Cost: $39.95

Teaching Agricultural Safety to Kids (TASK) (1995)

Student-Focused Planning and Development

This curriculum outlines the TASK Program which is designed around a youth-teaching-youth model with high school students serving as peer teachers for middle school and elementary students. There are currently 19 units in the TASK curriculum, with nine additional planned for fall 1997 release. By

teaching younger students about safety, high school students develop skills in public speaking, career exploration, planning, and partnership development.

TASK
Attn: Elizabeth Burns
2715 South 4th Street
Springfield, IL 62703
(Ph) 217-525-0398 (Fax) 217-525-0442
Cost: $225.00/set

Transition from School to Life: A Complete University Course for Special Educators

Business and Community Resources, Career Pathways and Contextual Learning, Family Involvement, Structures and Policies, Student-Focused Planning and Development

This a university course focusing on transition for pre-service educators. It includes complete lesson plans, syllabus, overheads, and handout masters.

University of Illinois
Transition Research Institute
Attn: Paula D. Kohler
117 Children's Research Center
51 Gerty Drive
Champaign, IL 61820
(Ph) 217-333-2325 (Fax) 217-244-0851
Cost: Not Available

Transition Issues Curriculum (1991)

Student-Focused Planning and Development

This guide, designed for 11th and 12th grade students, provides step-by-step lesson plans for a year-long course empowering students to plan their own transition from school to adult life. This community-focuesd approach includes units covering the following areas: Education, Career and Employment; Community and Residential; Legal and Medical; Recreation and Leisure; Social and Interpersonal.

Career and Technical Education Resource Center
Attn: Barbara Palmer
9125 East 10th Drive, Building 859
Aurora, CO 80010
(Ph) 303-340-7350 (Fax) 303-340-7353
Cost: $25.00

We Can Do It (1994)

Student-Focused Planning and Development

A sixty-page curriculum for teaching self-determination. It includes sample lessons relating to self awareness, goal setting, assertive communication, choice making, problem solving, and advocacy leadership.

Minnesota Educational Services
Capitol View Center
70 West County Road B2
St. Paul, MN 55117-1402
(Ph) 800-652-9024 (MN) / 800-848-4912 (US) (Fax) 612-415-5508
Cost: Not Available

Writers Inc: School-to-Work (1996)

Career Pathways and Contextual Learning, Student-Focused Planning and Development

This curriculum effectively blends academic writing basics with the nuts and bolts of business communication. Along with common forms of school writing, this relevant and accessible handbook provides strategies and samples of work-related communications, such as resumes, cover letters, memos, meeting minutes, instructions, proposals, speeches, communicating in groups, workplace variety, and work habits. Source books provide students with a wide variety of practical writing experiences they can transfer to the workplace. Teacher editions available.

Great Source Education Group
181 Ballardvale Street
Wilmington, WA 01887
(Ph) 800-289-4490 (Fax) 508-661-1331
Cost: $11.50

Reports

Arranged alphabetically listing the **Title** (bold type), Content Areas (see Foreword), Description and Source

Alternative Center for Education Annual Report (1997)

Student-Focused Planning and Development

This report addresses the goals and objectives of an alternative high school program that focuses on dropout prevention. The program includes a school-to-work component.

ACE Program
Attn: Peter Huber
C/O Essex High School
Essex Junction, VT 05452
(Ph) 802-878-1392 (Fax) 802-879-5503
Cost: Not Available

AVA Guide to the School-to-Work Opportunities Act (1994)

Structures and Policies

This report provides the most comprehensive overview of the School-to-Work Opportunities Act. It contains detailed information on the three components of the legislation: school-based learning, work-based learning and connecting activities. A thorough overview of both state and local responsibilities for school-to-work and the application process makes this guide valuable.

American Vocational Association
Attn: P. Perry
1410 King Street
Alexandria, VA 22314
(Ph) 703-683-3111, ext.317 (Fax) 703-683-7424
Cost: $34.95

The Disproportionate Representation of Minority Students in Special Education: Theories and Recommendations (1994)

Structures and Policies

This report asserts that a disproportionate representation of minority groups in special education programs continues to be a problem. The report provides a synthesis of the current knowledge and

theoretical positions concerning this issue and also highlights the problems, dilemmas, and relevant issues.

Project Forum
National Association of State Directors of Special Education
Attn: Tracey Johnson
1800 Diagonal Road, Suite 320
Alexandria, VA 22314
(Ph) 703-519-3800 (Fax) 703-519-3808
Cost: Not Available

Evaluating School-to-Work Transition (1995)

Business and Community Resources, Career Pathways and Contextual learning, Family Involvement. Structures and Policies, Student-Focused Planning and Development

A series of eight reports on critical issues related to school-to-work transition and systemic educational reform commissioned by the National Institute for Work and Learning (NIWL) at the Academy for Educational Develoment. This series constitutes the latest thinking and developments in the field of school-to-work transition and will be useful to educators, program practitioners and policymakers. NIWL also has available the fourteen case studies and a cross case report that served as the basis for the series.

National Institute for Work and Learning
Academy for Educational Development
Attn: Publications Desk
1875 Connecticut Avenue NW, Suite 900
Washington, DC 20009-1202
(Ph) 202-884-8186 (Fax) 202-884-8422
Cost: Reports, $12 each, $80 for series; Case Studies, $10 each, $20 for cross case study, $114 for series

Evaluating Secondary Transition Programs (1996)

Structures and Policies

This report discusses the use of a follow-up model to evaluate secondary transition programming. The model relies on a standard set of indicators and correlated questions to assess student adjustment to adult life.

Penrod-Sweeney
Attn: Michael Penrod
827 Smith
Manhattan, KS 66502
(Ph) 913-776-4136 (Fax) Not Available
Cost: $20.00

Exemplary Career Guidance Programs: What Should They Look Like? (1995)

Career Pathways and Contextual Learning, Structures and Policies, Student-Focused Planning and Development

This report reviews the role of the school counselor and counseling programs by analyzing data collected during a 1994 pilot test that was developed to identify exemplary career guidance and counseling programs. It also presents material relevant to developing and implementing a career development program based on model program sites.

National Center for Research in Vocational Education
Attn: Material Distribution Service
Western Illinois University
46 Horrabin Hall
Macomb, IL 61455
(Ph) 800-637-7652 (Fax) 309-298-2869
Cost: Not Available

The Faces of Change (1997)

Structures and Policies

This report highlights significant accomplishments and changes that have occurred through Minnesota's Transition Systems Change Project. There are reports on the statistics, as well as valuable reflections on the systematic change due to this project.

Minnesota Educational Services
Capitol View Center
70 West County Road B2
St. Paul, MN 55117-1402
(Ph) 800-848-4912 (Fax) 612-415-5508
Cost: Not Available

Framework for the Future: Creating a School-to-Work System for Learning, Livelihood, and Life (1995)

Structures and Policies

This report details two major recommendations made to state boards of education for implementing school-to-work.

National Association of State Boards of Education (NASBE)
Attn: NASBE Publications
1012 Cameron Street
Alexandria, VA 22314
(Ph) 703-684-4000 or 800-368-5023 (Fax) 703-836-2313
Cost: $10.00

Involvement of Students with Disabilities in the New American Schools Development Corporation Projects (1994)

Structures and Policies

This report examines the involvement of students with disabilities in the New American Schools Development Corporation (NASDC) reform project. It reviews the competition in the selection of the demonstration projects that would create teams to design, implement, and disseminate "break-the-mold"

schools to bring about educational reform.

Project Forum
National Association of State Directors of Special Education
Attn: Tracey Johnson
1800 Diagonal Road, Suite 320
Alexandria, VA 22314
(Ph) 703-519-3800 (Fax) 703-519-3808
Cost: Not Available

Issues and Recommendations Regarding Implementation of High School Graduation Tests (1993)

Structures and Policies

This report merits the attention of policymakers involved in decisions concerning graduation testing or any other assessment approach intended to eliminate the reliance on the Carnegie unit (the number of hours the student has attended class), to measure success in high school.

North Central Regional Educational Laboratory
1900 Spring Road, Suite 300
Oak Brook, IL 60521
(Ph) 708-571-4700 (Fax) 708-571-4716
Cost: Not Available

Job Performance Learning (1993)

Career Pathways and Contextual Learning, Structures and Policies, Student-Focused Planning and Development

This report explores the job performance approach and the tools needed to develop a learning system for all employees in the workplace. The system is designed to ensure that all employees have an understanding of the corporate culture, the ability to perform basic skills for a given job, and the ability to work effectively with other employees.

National Alliance of Business
Attn: Distribution
P.O. Box 501
Annapolis, MD 20701
(Ph) 800-787-7788 (Fax) 301-206-9789
Cost: Not Available

National and State Perspectives on Performance Assessment and Students with Disabilities (1994)

Structures and Policies

This report examines national and state standards for assessment based on national data-collection efforts and how this affects students receiving special education. Information is also provided on the use of performance assessment in statewide assessment programs and the implications it has for students with disabilities.

The Council for Exceptional Children

1920 Association Drive
Reston, VA 22091
(Ph/TTY) 703-620-3660 (Fax) 703-264-9494
Cost: Not Available

PEPNet '96 Promising and Effective Practices Network Presentation of 18 Effective Initiatives: Lessons Learned

Business and Community Resources, Career Pathways and Contextual Learning, Structures and Policies

This report provides a presentation of 18 effective initiatives recognized in 1996 by PEPNet. PEPNet is a nationwide network of youth employment/development initiatives that demonstrate high standards of effectiveness in the areas of quality management, youth development, workforce development, and evidence of success.

National Youth Employment Coalition
1001 Connecticut Avenue Northwest, Suite 728
Washington, DC 20036
(Ph) 202-659-1064 (Fax) 202-775-9733
Cost: Not Available

Profiles and Best Practices: Exemplary Vocational Special Populations Program (1995)

Structures and Policies, Student-Focused Planning and Development

The report reviews research that explores the area of exemplary vocational programs by looking at profiles of model programs and their characteristics. Some of the programs include Project GRADS (Guidance in Retaining Adolescent Dropouts), CHOICE (Community Helping Our Youth in Career Education), and PAVE (Promoting Access to Vocational Education).

National Center for Research in Vocational Education
Attn: Material Distribution Service
Western Illinois University
46 Horrabin Hall
Macomb, IL 61455
(Ph) 800-637-7652 (Fax) 309-298-2869
Cost: Not Available

School-to-Work Transition (1995)

Structures and Policies

This paper was commissioned by the California State Assembly. It analyzes the implications of the School-to-Work Opportunities Act for the pre-service training of teachers and other professional educators.

California School-to-Work Interagency Transition Partnership
717 "K" Street, Suite 400
Sacramento, CA 95814
(Ph) 916-564-8268 (Fax) 916-564-6267
Cost: Not Available

Transition from School to Work: States Are Developing New Strategies to Prepare Students for Jobs (1993)

Business and Community Resources, Structures and Policies

The researchers for the study reviewed literature and consulted experts in the field to determine key components of a comprehensive school-to-work transition strategy. The study also included a telephone survey to all 50 states to determine how many states adopt the components of comprehensive strategies.

U.S. General Accounting Office
P.O. Box 6015
Gaithersburg, MD 20884-6015
(Ph) Not Available (Fax) Not Available
Cost: Not Available

Resource Guides

Arranged alphabetically listing the **Title** (bold type), Content Areas (see Foreword), Description and Source

Career Exploration Guides - For Staff/Students (1996)

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

These two guides (one for students and one for school staff) describe in detail how to structure an effective career exploration experience. It describes career exploration as a worksite experience, typically ten to thirty hours, during which a student interacts with workers, does hands-on activities, and completes written assignments to learn about the skills and knowledge required at that particular workplace.

Northwest Regional Educational Laboratory
Attn: Linda Revels
Document Reproduction Service
101 Southwest Main Street, Suite 500
Portland, OR 97204-3297
(Ph) 503-275-9519 (Fax) 503-275-0458
Cost: $19.95

Dream Catchers/Pathfinder (1993-94)

Career Pathways and Contextual Learning

Dream Catchers develops an awareness of the world of work and relates school-based learning to work-based learning. It is a lower reading level than Pathfinder, whereas Pathfinder is a career and educational planner that provides activities that connect school-based and work-based learning.

JIST Works Inc.
720 North Park Avenue
Indianapolis, IN 46202-3431
(Ph) 317-264-3720 or 800-648-JIST (Fax) 800-JIST-FAX
Cost: Not Available

The Educator's Guide to the Americans With Disabilities Act (1993)

Structures and Policies

A guide for education professionals on how to comply easily and affordably with the Americans With Disabilities Act (ADA). It provides step-by-step guidance for ensuring students and employees with disabilities full access to programs, services, facilities, and employment opportunities. Written by a disability issues expert who helped craft the ADA for Congress, this guide has an easy-access format with time-saving checklists and helpful charts.

American Vocational Association
Attn: P. Perry
1410 King Street
Alexandria, VA 22134
(Ph) 703-683-3111, ext. 317 (Fax) 703-683-7424
Cost: $2.50

Employing People with Disabilities: A Resource Guide for Employers (1997)

Business and Community Resources

A guide developed by employers to address some of the most commonly asked questions about employing people with disabilities. It also includes resources and helpful factsheets that employers can copy and share in their workplace.

RISEP/UAP Rhode Island College
Attn: Beth DiPippo
600 Mt. Pleasant Avenue
Providence, RI 02908
(Ph) 401-456-8773 (Fax) 401-456-8072
Cost: $5.00

Guide to Person-Centered Planning (1997)

Family Involvement, Student-Focused Planning and Development

This guide was produced with sponsorship from the New York State (NYS) Education Department, Office of Vocational and Educational Service for Individuals with Disabilities, under a five year transition systems change grant from the U.S. Department of Education. This informational resource reviews the basics of person-centered planning using a map-based approach combining the Futures Planning model of Meth Mount and John O'Brien, and the McGill Action Planning model. Examples of maps are provided as an overview of the planning process.

Program on Employment and Disability
Cornell University
Attn: Shelia Smith
ILR Extension Building, Room 102-107
Ithaca, NY 14853-3901
(Ph) 607-255-7727 (TTY) 607-255-2891 (Fax) 607-255-2763
Cost: $35.00

How Supported Employment Can Help You Find a Job and Succeed In It! (1996)

Student-Focused Planning and Development

This student and family friendly guide to supported employment features choosing an occupational goal, building your support team, planning, and designing your support in the workplace. It includes resource listings for Rhode Island and fillout sections for people interested in employment.

ISEP/UAP Rhode Island College
Attn: Beth DiPippo
600 Mt. Pleasant Avenue
Providence, RI 02908
(Ph) 401-456-8773 (Fax) 401-456-8072
Cost: $3.00

An Information Guide for Parents and Teachers of Students with Special Needs (1997)

Family Involvement, Student-Focused Planning and Development

This manual is designed for parents to become more familiar with special education terminology and procedures.

Tucson Unified School District
Attn: Patricia D. Treeful
Interscholastics Building
P.O. Box 40400
Tucson, AZ 85717-0400
(Ph) 520-318-2920 (Fax) 520-318-2973
Cost: $8.00

Job Developer Instructor's, Work Experience Specialist's, Job Coach's Guide to Implementing Supported Employment (1992)

Business and Community Resources

This manual assists Job Developer Instructors and Job Coaches with the delivery of supported employment services to students within the Tucson Unified School District (TUSD).

Tucson Unified School District
Attn: Patricia D. Treeful
Interscholastics Building
P.O. Box 40400
Tucson, AZ 85717-0400
(Ph) 520-318-2920 (Fax) 520-318-2973
Cost: $8.00

Learning in the Community: From A to Z (1996)

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

This is a quick reference guide to the basic concepts and issues associated with community-based learning. It defines current buzz words and acronyms, and also gives the big picture about successful ways students can learn using non-traditional resources in the community.

Northwest Regional Educational Laboratory
Attn: Linda Revels
Document Reproduction Service
101 Southwest Main Street, Suite 500
Portland, OR 97204-3297
(Ph) 503-275-9519 (Fax) 503-275-0458
Cost: $12.10

Making Connections: School-to-Work Resource Guide (1997)

Business and Community Resources, Family Involvement, Structures and Policies

The purpose of the resource guide is to help readers make the right connections with the school-to-work system to meet their personal needs and strengthen the connections that tie together all the parts of the school-to-work system. It also shows how these connections reach out broadly to influence youth development, family development, economic development, and community development.

Minnesota Educational Services
Capitol View Center
70 West County Road B2
St. Paul, MN 55117-1402
(Ph) 800-652-9024 (MN) / 800-848-4912 (US) (Fax) 612-415-5508
Cost: Not Available

Parent/Student Guide to Transition (1995)

Business and Community Resources, Family Involvement, Structures and Policies, Student-Focused Planning and Development

A resource manual listing community organizations offering vocational, residential, financial, educational, recreation/leisure, and family support.

Tucson Unified School District
Attn: Patricia D. Treeful
Interscholastics Building
P.O. Box 40400
Tucson, AZ 85717-0400
(Ph) 520-318-2920 (Fax) 520-318-2973
Cost: $8.00

Partners in Education - Opening Doors to the Future (1993)

Business and Community Resources

A brief informative handbook distributed to employers to help them understand how they can employ students with disabilities. Sections include a general introduction on the impact employers can have on a student's vocational career, services offered by the Tucson Unified School District (TUSD), financial and psychological benefits of employment, and fiction and facts about persons with disabilities.

Tucson Unified School District
Attn: Patricia D. Treeful

Interscholastics Building
P.O. Box 40400
Tucson, AZ 85717-0400
(Ph) 520-318-2920 (Fax) 520-318-2973
Cost: $12.00

Planning for Graduation (1996)

Student-Focused Planning and Development

This guide presents a transition timeline and planning system designed to bring the student from age 14 to graduation. It also identifies decision making points and provides a process for documenting decisions and conducting planning.

Penrod-Sweeney
Attn: Pat Sweeney
805 Spruceway
Abilene, KS 67410
(Ph) 913-263-3354 (Fax) Not Available
Cost: $20.00

Planning Your Future: A Workbook to Help You Plan What You Want to Do After High School (1996)

Student-Focused Planning and Development

This workbook reviews the current needs of students and helps establish priorities for skill development necessary to implement action plans for students with and without disabilities.

WNY Transition Coordination Site
Attn: Sandy Smith
936 Delaware Avenue
Buffalo, NY 14209
(Ph) 716-878-7282 (Fax) 716-888-3834
Cost: $2.00

Resource Guide for Youth and Families

Business and Community Resources

This is a county resource guide for youth and families that includes information on counseling, education, employment, health care, human services, and legal services.

County of Loudoun
Attn: Loudoun County Office on Youth
102 Heritage Way, Suite 202
Leesburg, VA 20176
(Ph) 703-777-0358 (Fax) Not Available
Cost: Free

School-to-Work Transition for Students With Disabilities (1997)

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

This manual describes current students' transition practices and resources available for students with disabilities based on practices in the Special Education Cooperative Kentucky Transition Project.

Office of School-to-Work
Attn: Dana Kane, Special Needs-Population Liaison
Berry Hill Annex-700 Louisville Road
Frankfort, KY 40601
(Ph) 502-564-5961 (Fax) 502-564-5904
Cost: $12.00

Survival Skills: A Guide to Making It On Your Own (1996)

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

This guide offers a set of skills teachers and students have identified as critical strategies to recruit community experts who can "certify" that students can demonstrate the skills. These skills are registering to vote, balancing a checkbook, applying for a loan, using public transportation, changing a tire, and filling out a fax form which are important in becoming independent and resourceful citizens.

Northwest Regional Educational Laboratory
Attn: Linda Revels
Document Reproduction Service
101 Southwest Main Street, Suite 500
Portland, OR 97204-3297
(Ph) 503-275-9519 (Fax) 503-275-0458
Cost: $17.20

TASSEL (Teaching All Students Skills for Employment and Life) Outreach Project Transition Planning Process

Business and Community Resources, Family Involvement, Student-Focused Planning and Development

This manual contains information on transition planning teams, such as the transition planning process, case studies, and surveys.

University of North Carolina, Charlotte
Attn: Jill Solow
Department of Counseling, Special Education, and Child Development
Charlotte, NC 28223
(Ph) 704-510-6481 (Fax) 704-547-2916
Cost: Not Available

Through the Jungle

Career Pathways and Contextual Learning

This job search guide for high school and adult students outlines skills related to the job search process, such as how to dress, how to interview, and how to prepare a resume.

Oklahoma Department of Vo-Tech Education
Attn: Customer Service Division
1500 West 7th Avenue
Stillwater, OK 74074-4364
(Ph) 800-654-4502 (Fax) 405-743-5154
Cost: $2.00 (in-state) $4.00 (out-state)

Training Materials

Arranged alphabetically listing the **Title** (bold type), Content Areas (see Foreword), Description and Source

Building Blocks for Elementary Career Awareness

Career Pathways and Contextual Learning

This guide has 10 pull-out packets on a variety of topics. These packets are designed to assist in developing a workshop or series of workshops to meet the needs of the local districts.

Oklahoma Department of Vo-Tech Education
Attn: Customer Service Division
1500 West 7th Avenue
Stillwater, OK 74074-4364
(Ph) 800-654-4502 (Fax) 405-743-5154
Cost: $15.00 (in-state) $30.00 (out-state)

Career Counselor File

Career Pathways and Contextual Learning

This book provides career development activities for grades K-12. It also includes bulletin board ideas, tips, and suggestions on building partnerships. The book is updated annually.

Oklahoma Department of Vo-Tech Education
Attn: Joyce Hart
1500 West 7th Avenue
Stillwater, OK 74074
(Ph) 405-743-5419 (Fax) 405-743-5142
Cost: Not Available

Career Portfolio and Planbook

Career Pathways and Contextual Learning, Student-Focused Planning and Development

This book is a co-curricular transcript and is used for record keeping. Students build a career portfolio to be taken directly into the job search. It is specifically designed to be used by students with disabilities at Fitchburg State College, but can be adapted to all students at a four-year college. It is skills-based, incorporating the research of the SCANS report and employer feedback that future workers need to be flexible and demonstrate multiple competencies. This book is an empowerment tool based upon

authentic assessment techniques, educational portfolios, and school-to-work research and experience.

Center for Leadership and Career Education
Fitchburg State College
Attn: Debra Roberts
160 Pearl Street
Fitchburg, MA 01420
(Ph) 978-665-3466 (TTY) 978-665-3464 (Fax) 978-665-3043
Cost: Not Available

Developing an Occupational Diploma Program

Student-Focused Planning and Development

This paper contains step-by-step planning for developing an occupational diploma program.

University of North Carolina, Charlotte
Attn: Jill Solow
TASSEL Outreach Project Coordinator
Department of Counseling, Special Education, and Child Development
Charlotte, NC 28223
(Ph) 704-510-6481 (Fax) 704-547-2916
Cost: Not Available

Elementary Career Awareness System (1996-97)

Career Pathways and Contextual Learning

These kits were designed around career clusters that provide hands-on activities for students to gain an awareness of different careers. Categories are construction, nature's resources, creative arts, medical patient care, business, travel/tourism, mechanics/installers, public and human services, and engineering technology. Kits include instructions, worksheets, and tools and materials needed to perform the kit activities. Training is available.

Education Associates, Inc.
Attn: Pat Hagan or Shelly Mauer
340 Crab Orchard Road
P.O. Box 4290
Frankfort, NY 40604
(Ph) 800-626-2950 (Fax) 502-227-8606
Cost: Not Available

Employer Recruitment and Orientation Guide (1996)

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

This guide can be used by staff to recruit and orient employers for a variety of work-based learning activities. The why's and how-to's of learning at the worksite are outlined. Roles and responsibilities of partners employers, school staff, and students are defined. Questions commonly asked by employers about work-based learning are answered.

Northwest Regional Educational Laboratory
Attn: Linda Revels
Document Reproduction Service
101 Southwest Main Street, Suite 500
Portland, OR 97204-3297
(Ph) 503-275-9519 (Fax) 503-275-0458
Cost: $18.00

Filemaster Personal Filing System

Student-Focused Planning and Development

This kit consists of two carrying cases for students to use in organizing their important documents and information related to their plans for adult life. It also contains nine sections to file information for personal, educational, financial, work, medical, residential, recreation/leisure, transportation, and support services. A teacher's guide is also available.

Minnesota Educational Services
Capitol View Center
70 West County Road B2
St. Paul, MN 55117-1402
(Ph) 800-848-4912 (Fax) 612-415-5508
Cost: Not Available

High School Through Adult Career Preparation System (1994-97)

Student-Focused Planning and Development

These kits consist of a series of 19 multimedia programs designed to teach the learner skills necessary to successfully get and keep a job. It includes standardized assessment instruments validated against U.S. Department of Labor's core competencies. Each multimedia kit includes a video, software program, competency requirements, checklists, student activity worksheets, and handbooks. Students receive individual courses of study based their on assessment.

Education Associates, Inc.
Attn: Pat Hagan or Shell Mauer
340 Crab Orchard Road
P.O. Box 4290
Frankfort, KY 40604
(Ph) 800-626-2950 (Fax) 502-227-4783
Cost: Not Available

Implementing a Local School-to-Work Partnership: A Series of How-To Modules

Structures and Policies

These modules are designed around the Oklahoma School-to-Work Model. Each module explains a variety of suggested activities to assist partnerships with implementing a specific component of the model. The following modules are available: Grades K-6, Grades 7-8, The Six Year Plan of Study, Grades 9-10, Grades 11-12, Grades 13-14, Work-Site Learning, Involving Business and Industry in

Your STW Partnership, Parental Involvement, Legal and Labor Considerations, and Getting Started.

Oklahoma Department of Vo-Tech Education
Attn: Customer Service Division
1500 West 7th Avenue
Stillwater, OK 74074-4364
(Ph) 800-645-4502 (Fax) 405-743-5154
Cost: $50 (in-state) $240 (out-state)

Individual Transition Guide for Students, Parents and Teachers (1995)

Business and Community Resources, Student-Focused Planning and Development

This guide has been developed to assist students, parents, teachers, and community agencies in the development of coordinated transition activities/services. It is further developed to assist recent graduates and individuals without disabilities who have dropped out of school.

MUSD-Student Services
Attn: Dr. Michael W. Kauss
1025 North Country Club Drive
Mesa, AZ 85201
(Ph) 602-649-2325 (Fax) 602-649-2301
Cost: Not Available

Integrated Workplace Learning (1996)

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

This guide is a step-by-step planning guide that can be used to work with students in organizing projects that connect school- and work-based learning. It is also useful in designing projects that integrate student interests, worksite skills, knowledge, and learning objectives.

Northwest Regional Educational Laboratory
Attn: Linda Revels
Document Reproduction Service
101 Southwest Main Street, Suite 500
Portland OR 97204-3297
(Ph) 503-275-9519 (Fax) 503-275-0458
Cost $21.30

Job Shadow Guides (1996)

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

These guides, designed for the student and school staff, describe in detail how to structure an effective job shadow. A job shadow is a worksite experience, typically 3-6 hours, whereby a student observes activities and asks questions about the job and workplace.

Northwest Regional Educational Laboratory

Attn: Linda Revels
Document Reproduction Service
101 Southwest Main Street, Suite 500
Portland, OR 97204-3297
(Ph) 503-275-9519 (Fax) 503-275-0458
Cost: $19.95

Making the Transition Team Work (1995)

Student-Focused Planning and Development

A roadmap for all members of each student's Individual Education Planning (IEP) team to follow in developing a student centered and team-based transition plan.

Minnesota Educational Services
Capitol View Center
70 West County Road B2
St. Paul, MN 55117-1402
(Ph) 800-652-9024 (MN) / 800-848-4912 (US) (Fax) 612-415-5508
Cost: Not Available

Middle School Career Exploration System (1997)

Career Pathways and Contextual Learning

These kits provide career exploration for students. This series of 40 hands-on kits were validated and approved by the U.S. Department of Education. They provide academic integration with vocational education as students learn the skills needed to perform actual job tasks using real tools of the trade. Kits include instructor's notes, student instructions, and the tools and supplies needed to perform the tasks. Training is available.

Education Associates, Inc.
Attn: Pat Hagan or Shelley Mauer
340 Crab Orchard Road
P.O. Box 4290
Frankfort, KY 40604
(Ph) 800-626-2950 (Fax) 502-227-8608
Cost: Not Available

Practitioner's Guides

Structures and Policies

These six guides were developed to provide practitioners with information necessary to implement effective student services. Topics include guidance, assessment, education enhancement, job placement/development, students with disabilities, and financial aid.

Oklahoma Department of Vo-Tech Education
Attn: Guidance Division
1500 West 7th Avenue
Stillwater, OK 74074-4369

(Ph) 405-743-5157 (Fax) 405-743-5142
Cost: Free

A Road-Map for Success: Setting Goals and Recruiting Mentors (1997)

Student-Focused Planning and Development

This training manual has been designed to help special education students set personal, academic, and vocational goals. It also assists students with developing effective plans for pursuing those goals, identifying helpers and potential mentors who can support their efforts, and practicing recruiting skills through role play and practical exercises.

University of Illinois, Chicago/IDHD
Attn: Fabricio Balcazar
1640 West Roosevelt Road
Chicago, IL 60608
(Ph) 312-413-5393 (Fax) 312-413-2918
Cost: $10.00

TASSEL (Teaching All Students Skills for Employment and Life) Handbook

Business and Community Resources, Family Involvement, Student-Focused Planning and Development

This handbook contains information on all aspects of the TASSEL Transition Model. The following sections are included: the TASSEL Model Diagram, Project Objectives, Occupational Diploma, Vocational Training, Interagency Collaboration, Vocational Education and Special Education Collaboration, Academic Diploma, Evaluations, as well as handouts on study strategies, information for regular education teachers, and a resource bibliography.

University of North Carolina, Charlotte
Attn: Jill Solow, TASSEL Outreach Project Coordinator
Department of Counseling, Special Education, and Child Development
Charlotte, NC 28223
(Ph) 704-510-6481 (Fax) 704-547-2916
Cost: Not Available

A Timeline and Checklist for Parents! From Early Intervention Through High School and Beyond (1997)

Family Involvement, Student-Focused Planning and Development

This manual is for parents of students between the ages of 2-22 years. It includes checklists with sequenced, timelined activities to guide the next steps as the child progresses through each major program move during these years. Additional resource materials are listed.

Tucson Unified School District
Attn: Patricia D. Treeful
Interscholastics Building
PO Box 40400
Tucson, AZ 85717-0400
(Ph) 520-318-2920 (Fax) 520-318-2973

Cost: $8.00

Transition from School to Life - Workshop Series for Education and Transition Service Providers (1997)

Business and Community Resources, Career Pathways and Contextual Learning, Family Involvement, Structures and Policies, Student-Focused Planning and Development

This guide contains a series of six workshops designed to help state, regional, and local organizations increase the knowledge and skills of educators and other service providers to provide transition education and services. The manual includes complete workshops, including agenda, activities, overheads, and handout masters.

University of Illinois
Transition Research Institute
Attn: Paula D. Kohler
117 Children's Research Center
51 Gerty Drive
Champaign, IL 61820
(Ph) 217-333-2325 (Fax) 217-244-0851
Cost: Not Available

Transition Services from School to Adult Life

Family Involvement, Student-Focused Planning and Development

This book provides a description of person-centered planning, an explanation of transition services, suggested transition policy for California, and goal areas for writing a useful Individual Transition Plan (ITP). This is a very useful guide to parents, self advocates, and education professionals involved with transitioning youth.

PITP-The Family Resource Center
Attn: Claire Heinzelman
30th Olcott Street
Santa Clara, CA 95054-3222
(Ph) 408-727-5775, ext. 116 (Fax) 408-727-0182
Cost: Not Available

Websites

Arranged alphabetically listing the **Title** (bold type), Content Areas (see Foreword), Description and Source

Titles are hotlinks directly to the referring site

Academy for Educational Development (AED)

Content: Business and Community Resources, Career Pathways and Contextual Learning, Structures and Policies, Student-Focused Planning and Development

This site provides information on education and human resource development. It also provides information on projects, both in the U.S. and internationally, publications, and employment opportunities.

http://www.aed.org

All Means All School-to-Work

Business and Community Resources, Career Pathways and Contextual Learning, Family Involvement, Student-Focused Planning and Development

This site provides information and useful resources to help communities develop school-to-work systems which include and benefit all learners. The site includes the following pages: project overview, the award, students only, parent connection, local partnership network, links, school-to-work wizards questions and answers, and more.

http://www.ici.coled.umn.edu/all

American Vocational Association (AVA)

Business and Community Resources, Career Pathways and Contextual Learning, Structures and Policies

This site provides information on the use of educational leadership in developing a competitive workforce. It also provides information on legislation and publications, such as Techniques, School-to-Work Reporter, and Vocational Education Weekly.

http://www.avaonline.org

Center on Education and Work, University of Wisconsin - Madison

Business and Community Resources, Career Pathways and Contextual Learning, Family Involvement

This site provides information on the work the Center has done in identifying and responding to issues affecting the connection between education, work, community, and the family. The site has information about solutions and capacity building technical assistance.

http://www.cew.wisc.edu

Institute on Community Integration (ICI)

Career Pathways and Contextual Learning, Family Involvement, Structures and Policies, Student-Focused Planning and Development

The Institute is a University Affiliated Program (UAP) dedicated to improving community services and social support for persons with disabilities and their families. The site includes an overview of the Institute, publications catalog, reports and resource guides, projects on-line, and other disability related servers.

http://www.ici.coled.umn.edu/ici

National Career Development Association (NCDA)

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

This site is sponsored by the National Career Development Association in collaboration with The ERIC Clearinghouse for counseling and student services. It provides information to the public and professionals involved with and or interested in career development, including professional development activities, publications, research, public information, professional standards, advocacy, and more.

http://www.ncda.org

National Center for Research in Vocational Education (NCRVE)

Business and Community Resources, Career Pathways and Contextual Learning, Structures and Policies, Student-Focused Planning and Development

The nation's largest center for research and development in work-related education. It includes full length reports, newsletters and digests, descriptions of programs and projects, services and information, as well as links to other vocational education resources.

http://ncrve.berkeley.edu

National Center to Improve Practice in Special Education Through Technology, Media, and Materials

Career Pathways and Contextual Learning, Family Involvement, Structures and Policies

A national resource center to improve practices in special education through technology media, and materials. The links include technology and disability, disability resources, specific sites, special education, family and parent support, government resources, funding, universities with special education resources, and more.

http://www.edc.org/FSC/NCIP

National Employer Leadership Council (NELC)

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

A coalition of CEOs from a diverse group of private sector companies with a shared vision for the nation's workforce of improving the productivity and competitiveness of American businesses through work-based learning opportunities for all students. It includes guiding principles, membership, employer participation model, employer resource guide, Building a System-Tools, member companies, and more.

http://www.nelc.org

National Information Center for Children and Youth with Disabilities (NICHCY)

Career Pathways and Contextual Learning, Family Involvement, Structures and Policies, Student-Focused Planning and Development

This site provides information on disability and disability-related issues for families, educators and other professionals.

http://www.nichcy.org

National School-to-Work Office, School-to-Work Gateway

Structures and Policies

This site has information on research, evaluation, technical assistance providers, events calendar, hot topics, discussion groups, school-to-work links, and more.

http://www.stw.ed.gov

National Transition Alliance for Youth with Disabilities (NTA)

Structures and Policies

A partnership uniting the expertise of people within public institutions and private organizations to create bright futures for all youth transitioning from school to employment, post-secondary experiences and independent living. It includes an overview of NTA, partners, products, databases, and resources.

http://www.dssc.org/nta

National Transition Network (NTN)

Structures and Policies

This site provides technical assistance and evaluation services to states with grants for Transition Systems Change and School-to-Work Implementation and Development. It includes an overview of school-to-work, teleconferences, transition information, publications, and state contacts on school-to-work.

http://www.ici.coled.umn.edu/ntn

Northwest Center for Equity and Diversity

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

A regional resource center focused on promoting gender equity and cultural diversity in education, business, and the community. It includes STW Mentoring Project Network, Promoting Equity in STW legislation, Activities of the NW Center for Equity, Instructional Resources, and links.

http://www.edcc.ctc.edu/nwcenter

School-to-Careers Web Guide

Business and Community Resources, Career Pathways and Contextual Learning, Student-Focused Planning and Development

Designed to facilitate distribution of School-to-Careers (STC) information to educators, students, and businesses. It includes a glossary of terms, STC catalog, curriculum guide, calendar of events, STC news, STC links, and more.

http://www.thomson.com/rcenters/stc

School-to-Work Outreach Project

Career Pathways and Contextual Learning, Student-Focused Planning and Development

A nationwide 3-year project to improve school-to-work opportunities for students with disabilities. It includes an overview of school-to-work, a school-to-work factsheet, links to other sites, profiles of exemplary school-to-work models, practices, and strategies.

http://www.ici.coled.umn.edu/schooltowork

Transition Research Institute - Illinois

Business and Community Resources, Career Pathways and Contextual Learning, Family Involvement, Structures and Policies, Student-Focused Planning and Development

This site provides information on the evaluation, technical assistance, and research activities of the Transition Research Institute. Transition planning resources and contact information for federally funded model transtion projects are featured with links to a myriad of project webs. This site provides a good overview of national transition efforts and experts.

http://www.ed.uiuc.edu/coe/sped/tri/institute.html

U.S. Department of Education

Structures and Policies

This site is sponsored by the National Library of Education. This site provides information about offices and programs of the U.S. Department of Education initiatives of the President and the Secretary, full text of education reports, FAQs and factsheets, grant and financial aid information, and links to other organizations.

http://www.ed.gov

U.S. Department of Educations's Office of Vocational and Adult Education (OVAE)

Business and Community Resources, Career Pathways and Contextual Learning

This site provides information about the office of vocational and adult education. It discusses their programs, grants, what is happening and working in the field, and how it can be of service to people so that states and localities will be successful in meeting the National Education Goals by the year 2000.

http://www.ed.gov/offices/OVAE

U.S. Department of Labor

Structures and Policies

This site provides information about the department, its agencies and programs, the laws and regulations it administers widely, media releases, labor-related data, contract and grant information, and other links related to labor issues. This site also allows for searches of topics using their search engine.

http://www.dol.gov